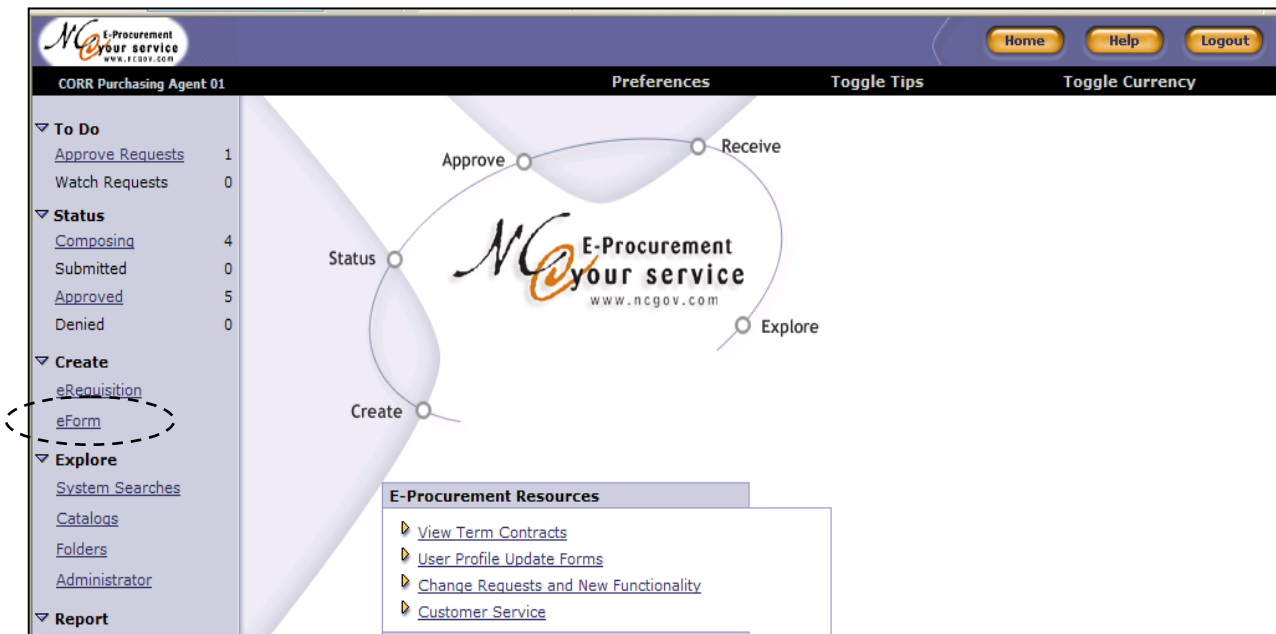


## E-Procurement Address Mapping in Colleague

Each address created in NC E-Procurement Service is assigned a unique name. In order for an E-Procurement eRequisition to be successfully processed by Colleague, the E-Procurement address unique name must be mapped to the corresponding address in the File Translation Table within Colleague. This mapping process was completed for each address during the E-Procurement Community College Implementation; however, any new addresses added to the NC E-Procurement Service will need to be mapped according to this process.

### 1.0 Locate the E-Procurement Address Unique Name



1. Select the '**eForm**' link from the Shortcut Menu on the E-Procurement homepage.

The screenshot shows the 'Create Request Using Company eForm' page. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout' buttons. Below it, a sidebar on the left contains 'CORR Purchasing Agent 01', 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main content area has the title 'Create Request Using Company eForm' and a sub-header 'eForms are provided by your company. Select or search for a form to use to create your request.' Below this is a search bar with a 'Search' button. A table follows with two columns: 'Name' and 'Description'. The table contains three rows: 'AddressMaintenance', 'PasswordChange', and 'UserMaintenance'. The 'AddressMaintenance' link is circled in red.

2. Select the 'AddressMaintenance' link.

The screenshot shows the 'AddressMaintenance' form. On the left, there's a sidebar with three steps: '1 Title', '2 Complete Form', and '3 Summary'. The main content area has the title 'AD82A12: Untitled AddressMaintenance' and a sub-header '1 Add Title'. Below this is a form with a 'Title' field containing 'Untitled AddressMaintenance' and a 'Select Maintenance Mode' dropdown menu. The dropdown menu is open, showing options: 'Select a Value', 'Update', 'Add', and 'Delete'. The 'Update' option is circled in red. At the bottom right, there are three buttons: '< Prev', 'Next >', and 'Exit'. The 'Next >' button is circled in red.

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of address maintenance to perform. To locate the address unique name, select '**Update.**'
5. Click '**Next.**'

AD82A12: Untitled AddressMaintenance

**1 Add Title** AddressMaintenance

Enter a title. [How To](#)

**Please complete the missing or invalid information indicated**

Title:

Select Maintenance Mode:

Address:  **Value must be set.**

Locate the address name in the 'Address' dropdown box or select 'Other...' to conduct a search for the address.

6. Locate the address information using the '**Address**' dropdown box. If the address name does not appear in the dropdown box, select '**Other...**' to locate the address.

7. Click '**Next.**'

AD82A12: Untitled AddressMaintenance

**2 Complete Form** AddressMaintenance

Provide the requested information. [How To](#)

**Complete Form - AddressMaintenance**

Entity:

Unique Name:

Name:

Line 1:

Line 2:

Line 3:

City:

State:

Postal Code:

Country:

8. Make note of the '**Unique Name**', as this value will be mapped into Colleague.

## 2.0 Enter the E-Procurement Address Unique Name in Colleague

The NC E-Procurement address unique name must be entered in the Ship To Translation table in Colleague.

FLTT-File Translation Tables

ELF Table:

Description

Orig Code Field

New Code Field

Special Processing Fields

0				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Comments 1

ELF Translate Table LookUp

XEP.SHIP.TO.CODES

OK Cancel Detail Finish Help

1. Use the Colleague Financial (CF) application to access the File Translation Table (FLTT) mnemonic and enter the Ship To Table lookup code: XEP.SHIP.TO.CODES.

FLTT-File Translation Tables

ELF Table: XEP.SHIP.TO.CODES

Description: Ship to Code Translate

Orig Code Field:

New Code Field: REQ.SHIP.TO

	Orig Code		New Code	Special	Processing Fields
1	3947		01		
2	3948		02		
3	3949		03		
4					
5					
6					
7					
8					
9					
10					

Comments: 1

The E-Procurement 'Unique Name' should be entered in the 'Orig Code' column.

The Colleague ship to code should be entered in the 'New Code' column.

2. Enter the E-Procurement address unique name in the '**Orig Code**' column.
3. Enter the related colleague ship to code in the '**New Code**' column.

**Note:** If users are unsure of the colleague ship to code, use the CF application to access the STCF screen. The colleague ship to code can be found at the top of the STCF screen.

4. Save and update the changes.